

Success Since 1989



Students can draw from a growing and active network of prominent businesses or seek out dynamic new companies for observation placement.

"The IBP students...have been exceptional. Without exception, they have come in ready to work hard, eager to learn and [be] very mature in how they fit into our professional work environment. We encourage them to take training and it has been nice to see how quickly they have learned about our company, our culture and our approach to customer service."

Morgan Wilson
Manager – Global Training
Technology & Support Expeditors

"Each year it's truly exciting to see the transformation of our students into confident, dynamic, and skilled professionals prepared to succeed in the international workplace."

Cynthia Weintraub
Lead Faculty, IBP

"The IBP Program really taught me independent learning. I now know how to research different business industries to find out information that benefits my future."

Araki Misayo
IBP Student

The IBP Program @ BC

The IBP Program has been a successful experience for students since 1989. This success comes from Bellevue College's high quality teaching and curriculum focused on English language proficiency as it relates to real world business skills and applications. Also, the surrounding Pacific Northwest region in Washington State offers a wealth of observation opportunities as well as fun and exciting activities on and off the campus.

Observation Sites

- Seattle Art Museum
- Nintendo of America
- Expeditors International
- American Red Cross
- International Rescue Committee
- Global Trade International
- UBS Financial Services
- Seattle Symphony
- The Mariners
- And many more

To apply to the IBP Program, go to:

www.bellevuecollege.edu/isp

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International Business Professions (IBP)



Where the world comes together to learn...
about International Business.

Our academic preparation and dynamic American observation program helps students more fully prepare to successfully compete in the international business world of today.



The IBP Program



The IBP program is designed to give the young professional a competitive edge in international business professions and directly apply these skills in an U.S. observation tailored to each student's area of interest.

- Business training for today's job market
- Small group instruction
- One on one advising
- Dynamic observation opportunities at major U. S. companies
- Supportive network of faculty, advisors, and staff
- Use of full campus resources
- Opportunity for academic study in areas of interest

"(The) IBP Program is the starting point to get into (the) translation industry. My career became more realistic. I can see what I want to do more clearly; I have a lot of chances. Through the IBP Program I had many chances to think about my goals and life. It was a big chance and good experience for me."

Atsuko Mori
IBP Student



One-Year Curriculum

Classes

The IBP Program consists of four quarters of IBP, English, and college level classes. In their 4th quarter, students participate in a 220 hour, unpaid observational period with a local company or organization.

Quarter 1

Oral Business Communication

Students learn business presentation skills, telephone business etiquette, and how to participate effectively in business meetings.

Written Business Communication

Students study and master format, tone, style, and language of professional American business communication using successful productions of standard business letters, e-mails, inner office memos, newsletters, and brochures.

Exploring Contemporary Issues

Students participate in team driven projects that develop research skills and analytical and critical thinking to produce presentations on important contemporary issues in American society.

Track A:

Introduction to Business

Students explore business through real-life scenarios to develop critical thinking, decision-making and communication skills.

Track B:

Introduction to Business (Business Management)

Students examine the role of business growth, structure, organization, and its relationship to the environment in a modern economy.

Quarter 2

Observation Preparation

Emphasis is placed on learning and applying strategies for accessing resources to identify and pursue students' fields of career and educational resumes, cover letters, e-mail inquiries, and the articulation of learning objectives create professional portfolios that help find a suitable observational position.

Track A:

International Business

Students explore consumer markets and learn how international businesses use marketing strategies to gain market share and stay competitive.

ESL Writing

Students work to improve their grammar, academic reading, and writing skills.

Track B:

Approved 5-credit Business Course

Examples: Accounting, Business related, Computer related, Digital Media Arts, Information Technology, Interior Design, Marketing Management, Technical Support, Translation & Interpretation, etc.

Academic Classes

Students can choose between three and eight credits of academic coursework to support their individual skills and goals.

Tracks

There are two tracks or options for students to follow in the IBP Program, depending on their level of English proficiency. Track A is for students below college level (iBT < 61). Track B is for students at college level (iBT ≥ 61).

Quarter 3

Observation Placement

Students are guided by faculty advisors through a search for an observational placement for their fourth quarter. Best professional practices are supported for successful self presentation, effective communication, and the fostering of business networking techniques.

Track A:

IBP and ESL Courses

Students take two ESL classes focused on writing and a class of their choice (Speaking/ Listening, TOEFL Preparation, Pronunciation, etc., and another IBP class centered on academic and vocational interests.

Track B:

Academic Classes

Students can choose 10 to 16 credit hours of college level classes to support their interests, skills, and goals.

Quarter 4

Workplace Support

Students are closely mentored through their observation period through team supported problem solving, field specific terminology, and class blogging workplace journals. Students showcase their skills and experiences through presentations about their observation companies and organizations.

Observation

Each student obtains practical experience in an American business through an unpaid, ten week observation period. Placements are made according to students' training, prior work experience, interests, English proficiency, and career goals. Mentorship communication and support is maintained throughout their placement with their faculty advisors.

